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OIT 0139-87

6 APR 1987

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: ISB Tasking on the Tab 13 Process

REFERENCE: Memo for ISB fm EXDIR, Undated,
Subject: Memorandum of Agreement

1. Under the heading, Planning and Management, the reference tasks OIT and the Comptroller "to extend the Comptroller's 'Tab 13' process whereby components can detail their communications requirements for the coming budget years and OC analyzes the cost of these--to include data processing requirements beginning this year." My staff has discussed this issue in some detail with Comptroller personnel. They have reached the conclusion that a complete compilation and assessment of component information technology requirements would be unnecessarily burdensome and non-productive for all parties. We are in full agreement, however, on the importance of enhanced coordination of New Initiatives. We propose that the "1990/91 Program and Budget Call Instructions" be modified to effect this requirement as follows:

a. Existing language on the "Preview of New Initiatives" (pg 7, "1989/90 Program and Budget Call Instructions") will be strengthened to emphasize that components must coordinate New Initiatives with significant information technology content with the Office of Information Technology, prior to submittal to the Office of the Comptroller.

b. In conjunction with the Comptroller review of New Initiatives, OIT will provide an analysis of the relevant proposed New Initiatives for use by the component. This analysis will address such issues as the impact on the central services, conformance of the proposal with approved policy and standards, costs, overall synergy and coordination with OIT future directions and plans, and the existence of duplication or shortfalls in the resulting Agency information technology program. Summary information on the impact of the initiatives on central services and conformance with Agency ADP standards will be provided to the ISB and the Comptroller, as requested.

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2. We believe this proposal will improve the coherence of information technology-related initiatives and ultimately the defensibility of the Agency program. Although coordination was requested in the 1989/90 program, the instructions were delivered late in the process. The resulting coordination was either non-existent, minimal, or at a level in the OIT organization that office-wide impact was not properly assessed. In addition, the system moved very quickly this year and OIT, as well as ISB members, did not have adequate time to fully assess New Initiatives in toto, or, in the majority of cases, even separately. This final assessment of the information technology program, as a whole, is necessary--piecemeal approval is only a halfway step to improving our activities. [redacted]

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3. The Comptroller's Staff and I are in agreement that the above proposal will meet ISB concerns with respect to the visibility and coordination of information technology without placing an undue and unproductive burden on components. [redacted]

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4. My action officer for this ISB Tasking is [redacted] of the Management Division [redacted] represented the Comptroller's Staff in our discussions [redacted]. If you have any questions or concerns, please do not hesitate to contact me or one of these gentlemen. [redacted]

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[redacted]
Edward J. Maloney

cc: Deputy Comptroller
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